



# Return to Campus Success Guide – Employee

Please complete and return to the Dean’s Office no later than July 31<sup>st</sup>, 2021.

Name: \_\_\_\_\_

Department/Center: \_\_\_\_\_

1. How has working from home worked for you? Positives? Negatives? Innovations/Lessons Learned?
  
2. What kind of flexibility do you need in your schedule moving forward?
  
3. What position responsibilities can be completed at home? Please provide specific examples.
  
4. What position responsibilities require your physical presence at the office? Please provide specific examples.
  
5. Based on the answers to 1-4, how do you envision your work schedule?
  - a. 100% Remote (staff will need to complete a telecommuting agreement)
  - b. Hybrid (staff will need to complete a telecommuting agreement)
    - i. \_\_\_\_ Days Per Week in the Office. Specific days or times? M T W Th F S Su  
Time: \_\_\_\_\_
    - ii. \_\_\_\_ Days Per Week Working Remotely. Specific days or times? M T W Th F S Su  
Time: \_\_\_\_\_
  - c. 100% On-Campus: \_\_\_\_\_ Time: \_\_\_\_\_
  - d. When will this work schedule begin? Date: \_\_\_\_\_
  
6. Based on this work schedule (#5), what do you feel would be the best workspace arrangement when coming to work on campus?
  
7. How will your work schedule impact other departments at the college and other colleges/areas at UNMC?  
Will your department have full on-site coverage M-F, 8AM-5PM?
  
8. Please list all additional equipment or resources you will need to complete your work based on the work schedule you identified above.
  
9. Do you have any other thoughts that you would like to share?

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**Note:** This is not an agreement or automatic approval of the items listed above. Rather, it is a guide for proactive discussions between you and your supervisor, designed to encourage communication and to determine an initial scenario for returning to campus starting July 15, 2021. It will be important to note that any agreed upon and approved schedules can change based on the needs of the employee and/or the organization.